

Announcement #: 421035

An Open Competitive Recruitment for:

Class Code: 11.126J
Amended for Title, Salary, "The
Position", "To Qualify", "Special
Notes and Requirements", and The
Examination: 3/1/04

PUBLIC SAFETY DISPATCHER I

APPROXIMATE ANNUAL SALARY - \$26,309 to \$36,498 PAY GRADE: 25 Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.	
RECRUITMENT OPEN TO: All qualified persons. RECRUITING FOR: Multiple, full-time vacancies located at the Department of Public Safety, Highway Patrol Division, Reno , Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.	APPLICATIONS ACCEPTED UNTIL: Further Notice Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.
THE POSITION: Under close supervision, in a trainee capacity, receives training involving technical communications work in the operation of a district, central, or statewide communications center including but not limited to: providing assistance to law enforcement units in both routine and emergency situations; dispatching enforcement units and other emergency mobile units from a computerized dispatch center; researching various criminal justice records systems and transmitting the required information; placing telephone calls for officials and registered vehicle owners at accident scenes; providing assistance to other law enforcement agencies as requested; maintaining a variety of logs and records; and preparing statistical summaries on center activities. This is the entry level in the series and provides for semiautomatic progression to Public Safety Dispatcher II and III (Pay Grade 27 \$39,692 and 29 \$43,305) upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the hiring authority. TO QUALIFY: The minimum qualifications for this position require graduation from high school or equivalent and two years experience in clerical, data entry, telephone switchboard or radio telephone work; OR an equivalent combination of education and experience. Additional experience can be substituted for high school education.	SPECIAL NOTES AND REQUIREMENTS: 1) Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in this class, in these positions, must first submit to a pre-employment screening test for controlled substances. 2) Applicants will be subject to a current, extensive background investigation prior to being considered for appointment; 3) Employees may be required to work varied shifts, weekends and holidays; 4) Employees must pass the NCIC certification examination within the first six months of employment; and thereafter employees must pass the NCIC examination for recertification biennially for continued employment; 5) Type 35 net words per minute. Certification must be attached to application. THE EXAMINATION: The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:

Mavis Lassen/AA Phone: (775) 684-4699 TDD for the Hearing Impaired: (800) 326-6868	Department of Public Safety 555 Wright Way Carson City, Nevada 89701 Visit our Web Site: http://dop.nv.gov/
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A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION